

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 15, 2018
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present. Vice President Frankenthal and Commissioner Condon were both absent.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell & Manager of Peck Farm Park Trish Burns.

Guests: Red Ribbon Week co-sponsor Becky Furnish and GHS sophomore Kieran McCarthy.

Press: None

HEARING OF GUESTS

Geneva High School SADD Club member Kieran McCarthy spoke to the board about the purpose of the Red Ribbon Week program and thanked the board for their continued support.

READING OF MINUTES

Commissioner Moffat made a motion to approve the September 17, 2018 meeting minutes with the mentioned correction. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the September financial reports and updated the board on the receipt of the 2nd real estate tax installment. Commissioner Lenski made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Moffat seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Lenski made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Press clippings were passed around.

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2018-2019 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

PLAYGROUND REPLACEMENT REVIEW FOR CLOVER HILLS PARK

The final playground replacement design has been chosen for Clover Hills Park along with any other updates or ADA requirements. Commissioner Moffat made a motion to move forward with the project as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

A public meeting took place at Clover Hills Park last week to share the conceptual plans for the playground replacement with residents. We will be moving forward with plans along with comments and suggestions we received from those residents. We will bid the project this winter in anticipation of spring construction.

A Foundation meeting will be held next week to discuss the annual Autumn Fair event. The Giving Tree fundraising letter will be mailed out later this month. The Foundation Board is still looking for one additional member. Also, the Foundation will be partnering with the Natural Resources Committee for the annual Wine, Cheese & Trees event in February 2019.

The IAPD/IPRA Soaring to New Heights Conference will be January 24-26, 2019. Board members are encouraged to attend.

A Recreation Committee meeting needs to be scheduled in November. Nicole Vickers has suggested Monday, November 12th or Tuesday, November 13th. Susan VanderVeen & Jay Moffat are presently on that committee.

The annual Chamber of Commerce dinner and awards banquet is scheduled for November 8th & the FVSRA annual fundraiser will be held on November 16th. Also, the Park District’s holiday party is December 7th. Board members were invited to attend all three events.

A calendar of upcoming events was provided to the board.

FUTURE MEETINGS

Recreation Committee Meeting (Susan VanderVeen & Jay Moffat)	November 7, 2018	4:30 PM
Regular Scheduled Meeting	December 10, 2018	6:00 PM
Public Hearing-Tax Levy	December 10, 2018	7:00 PM
Foundation Regular Scheduled Meeting	January 15, 2019	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Staff is busy with mowing, tree trimming and prepping for the fall events. The upcoming tree plantings include 124 Red Oak trees that were donated to the Park District. The ballfields at both Eagle Brook and Don Forni Park are going to soon be renovated to correct some drainage issues. Staff will be aerating and over-seeding the athletic fields and throughout several parks. The Dryden Tennis Court project is now done, as well as, the renovations at Burgess and Elm Park. Staff is obtaining cost estimates for replacing the roofs at both the Wheeler Park Maintenance Building and at one of the greenhouses. The Peck Farm Restroom project is now out to bid and the bid opening is on November 8th. Lastly, the pollinator beds planned for the west side parks are to soon be planted.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 7, 2018 at 4:30 p.m. Pizza Palooza is being held on October 22 to kick off Red Ribbon Week and staff is busy preparing for Halloween events at SPRC, Peck Farm and Wheeler Park. At Playhouse 38 the adult production of Social Security opened last week and the children’s Christmas production of CSI: Christmas Scene Investigators has been cast and is in rehearsals. Mini-golf closed for the year and staff are looking over the plans to remodel the hut. Construction continues here at Sunset on the roof/HVAC project, as well as, at the pool for the new spray ground. Staff is preparing for our end of the year fitness campaigns to begin on Black Friday. SPRC & SRFC memberships & revenues were also reviewed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. Planning has begun for the natural areas management plan for the 2018-2019. The Butterfly House closed for the season on September 15th and Ms. Burns reviewed the year-end report which shows 25,975 visitors for the 2018 season and donations for the year were \$9,350. The Community Garden closes at the end of this month and so far we have donated close to 2,000 pounds of excess produce to the food bank this year. Autumn Fair was held at Peck Farm on September 15th and we had around 3,800 visitors. The Halloween dog parade will be on October 27th.

NEW BUSINESS

FVSRA MEMBER CONTRIBUTION REQUEST

Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 0%. Staff feels this is fair. Commissioner Moffat made a motion to approve the proposed FVSRA member contribution increase of 0% for the 2019/20 budget year. Commissioner Lenski seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2018-07 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

The board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 26, 2019 at the Hyatt Regency Chicago. Commissioner Moffat made a motion to approve the IAPD Credentials Certificate with President VanderVeen to be the District's delegate, Commissioner Moffat as our 1st alternate, and Director Lambillotte as our 2nd alternate. Commissioner Lenski seconded. All ayes. Motion carried. Commissioner Moffat requested that we request a receipt that the document was received by IAPD. Assistant McConnell will make that request.

2018-2019 VEHICLE REPLACEMENT REQUEST

Supt. Culp reviewed a memo outlining the purchase of the majority of the vehicles budgeted for replacement in the 2018-19 fiscal year with the board. Additional research is being done on the proposed bus replacement to maximize both seating and usage. Commissioner Moffat made a motion to approve the 2018-2019 vehicle replacement request in the amount of \$135,976.00 as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

AUDIT PROPOSAL

A proposal from Lauterbach & Amen to continue their auditing services through FY2021 was reviewed by staff and the board. Commissioner Moffat made a motion to approve retaining Lauterbach & Amen for auditing services for the next three fiscal years as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

PECK FARM INTERPRETIVE SIGNAGE PROPOSAL

A proposal from Angrypops Exhibit Services to replace the interpretive signage at Peck Farm Park was reviewed by staff and the board. Commissioner Lenski made a motion to approve the proposal in the amount of \$12,809.00 for replacing interpretive signage at Peck Farm Park. Commissioner Moffat seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:09 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell